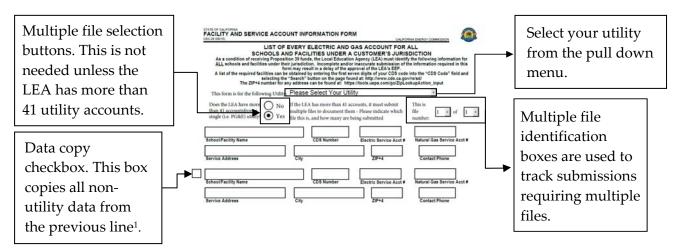


<u>Instructions for completing the CEC-24 form</u>

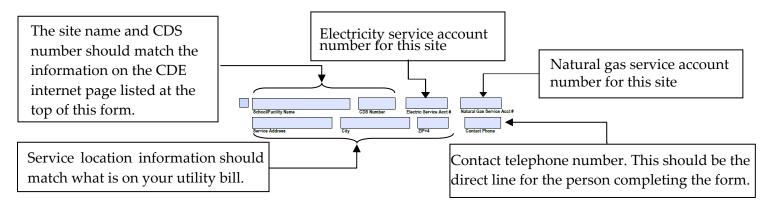
Important: This form must be completed using Adobe Acrobat version 11 or above. To determine the version installed on your computer, go to the help menu and select the "About Adobe.." item.

The latest version of acrobat products can be downloaded at: https://acrobat.adobe.com/us/en/acrobat.html.

The CEC-24 has fields allowing for the input of 41 sets of utility account information per file. Additional files can be used if necessary to input information for all sites under the jurisdiction of the Local Educational Agency (LEA). If an LEA has one utility for electricity and a different one for natural gas, the LEA must submit a separate CEC-24 form for *each* utility.



The fields required for each service account are detailed below:



Once the form is complete, it must be saved in Acrobat (not scanned) and submitted two ways:

- To the Energy Commission as supporting documentation for your Energy Expenditure Plan, <u>and</u>
- 2) To your utility's designated recipient. A list of these recipients can be found at: <u>http://energy.ca.gov/efficiency/proposition39/listing_utility_recipients.html</u>. If your utility is not on this list, please contact your account representative for guidance.

Please refer to the Guidelines and Energy Expenditure Plan Handbook documents if you have any further questions. The latest version of these documents can be found at: http://energy.ca.gov/efficiency/proposition39/.

1 This must be unchecked in order to be able to edit the non-utility information



LIST OF EVERY ELECTRIC AND GAS ACCOUNT FOR ALL

SCHOOLS AND FACILITIES UNDER A CUSTOMER'S JURISDICTION

As a condition of receiving Proposition 39 (K-12) funds, the Local Educational Agency (LEA) must identify the following information for ALL schools and facilities under their jurisdiction. Incomplete and/or inaccurate submission of the information required in this form may result in a delay of approval.

A list of the required facilities can be obtained by entering the first seven digits of your CDS code into the "CDS Code" field and selecting the "Search" button on the page found at: http://www.cde.ca.gov/re/sd/
The ZIP+4 number for any address can be found at: https://tools.usps.com/go/ZipLookupAction_input

This form is for the following utility:

Does the LEA have more than 41 accounts from a single utility(i.e. PG&E)?	No Yes			
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	ty	ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	ty	ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	ty	ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	ty	ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	dy	ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	Cit	ty	ZIP+4	Contact Phone



School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
Service Address School/Facility Name	City	CDS Number	ZIP+4 Electric Service Acct #	Contact Phone Natural Gas Service Acct #
	City	CDS Number		
School/Facility Name		CDS Number CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
School/Facility Name Service Address			Electric Service Acct # ZIP+4	Natural Gas Service Acct # Contact Phone
School/Facility Name Service Address School/Facility Name	City		Electric Service Acct # ZIP+4 Electric Service Acct #	Natural Gas Service Acct # Contact Phone Natural Gas Service Acct #



School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Ser vice Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Ser vice Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct#	Natural Gas Service Acct #
Service Address				
	City		ZIP+4	Contact Phone
School/Facility Name	City	CDS Number	ZIP+4 Electric Service Acct #	Contact Phone Natural Gas Service Acct #



School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
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School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Se rvice Acct #
School/Facility Name Service Address	City	CDS Number	Electric Service Acct # ZIP+4	Natural Gas Ser vice Acct # Contact Phone
·	City	CDS Number		



School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone
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Service Address	City		ZIP+4	Contact Phone
School/Facility Name		CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City		ZIP+4	Contact Phone